

## RISK ASSESSMENT

### A. Overview

**Workplace and Teams:** Shropshire Gateway Educational Trust – all schools

**Outline of activity or task to be assessed:** Living with Covid

**Date of Assessment:** 01/09/2020 updated 11/09/20 updated 11/01/21 updated 16/08/21 updated 24/01/22 updated 30/03/2022 updated 03.04.22

**Date for Re-assessment:** September 2023

**Name of Assessors:** Head teachers / Tom White

**Signature:**



Katie Jones  
Executive Headteacher

**Circulation:** ALL STAKEHOLDERS (staff; pupils ( in appropriate way); governors; parents; visitors; website).

### B. Risk Matrix – This section is used for guidance to complete section C

**Hazard** is something with the **potential** to cause **harm**.

**Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

**Level of risk = likelihood x severity**

#### 5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

#### PRIORITY OF ACTION

**High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.**

**Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.**

**Low 5 - 9 Adequate but look to improve by next review.**

**Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.**

Score	Likelihood / Probability	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Likely	Event will probably occur in most circumstances	4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is required
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?		Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/High	Additional controls	Residual Risk Level Low/Med/High	Action	
							Who	When
1	<b>Catching or spreading of Coronavirus</b>	Staff, pupils and visitors	<p><b>We continue to follow the following government advice:</b></p> <p><b>Covid presents a low risk of serious illness to most children and young people</b>, and most of those who are fully vaccinated.</p> <p>Due to high immunity in society, a greater understanding of the virus and improved access to treatments, we can now focus on how we live with COVID-19.</p> <p><b>TESTING:</b></p> <p><b>Pupils or staff in education settings are not expected to routinely test themselves for COVID-19.</b></p> <p><b>Regular asymptomatic testing in mainstream settings hasn't been recommended since February.</b> From Friday 1 April the government will no longer be recommending regular asymptomatic testing in <b>SEND, Alternative Provision and Children Social Care Settings</b>. In the event of an outbreak, a local health protection team may advise some targeted outbreak testing in residential SEND settings.</p> <p><b>VACCINATION:</b></p> <p>We continue to encourage young people to get vaccinated. If your child has not been vaccinated, you can <b>read more about the vaccine programme <a href="#">here</a></b>.</p>	Low	<ul style="list-style-type: none"> <li>Any members of staff with underlying health issues should make their condition known to the school. Please consult with GP/Consultant/Midwife/PHA for current government advice.</li> <li>In the event of an outbreak seek UKHSA advice (website link) and inform Executive Headteacher, Governors</li> </ul>	Low	HT	As appropriate

		<p>From 1<sup>st</sup> April the in-school COVID-19 vaccination programme will come to an end. However, <b>12 to 15 year olds will still be able to access the vaccine outside of schools at a vaccination centre, pharmacy or walk-in centre.</b> Parents can book a <a href="#">Covid-19 vaccination appointment online</a> or by speaking to their GP or calling 119. Alternatively, they can find a <a href="#">walk-in Covid-19 vaccination site</a>.</p> <p><b>From April, healthy 5-11 year olds will also be offered the COVID-19 vaccine.</b> Vaccinations will take place outside of schools in vaccination centres, pharmacies, GPs and walk-in centres. Parents of 5-11 year olds will receive a letter from the NHS with further information. <a href="#">Online bookings</a> for 5-11 year olds will open in April</p> <p><b>WHEN TO STAY AT HOME:</b></p> <p>From 1 April, anyone with a positive COVID-19 test result will be advised to try to stay at home and avoid contact with other people for five days, which is when they are most infectious. <b>For children and young people aged 18 and under, the advice will be three days.</b></p> <p>If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.</p> <p>The following actions will reduce the chance of passing on your infection to others:</p> <ul style="list-style-type: none"> <li>• wearing a well-fitting face covering made with multiple layers or a surgical face mask</li> <li>• avoiding crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated</li> </ul>		<p>and Shropshire LA</p> <ul style="list-style-type: none"> <li>• See coronavirus outbreak plan below</li> </ul>			
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- taking any exercise outdoors in places where you will not have close contact with other people
- covering your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face

Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting. All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.

Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.

Avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections, especially those whose [immune system means that they are at higher risk of serious illness, despite vaccination.](#)

If you are a household or overnight contact of someone who has had a positive COVID -19 test result it can take up to 10 days for your infection to develop. It is possible to pass on COVID-19 to others, even if you have no symptoms.

You can reduce the risk to other people by taking the following steps:

- avoid contact with anyone you know who is at [higher risk of becoming severely unwell](#) if they are infected with COVID-19, especially [those whose immune system means they are at higher risk of serious illness from COVID-19, despite vaccination](#)
- limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces
- wear a well-fitting face covering made with multiple layers or a surgical face mask if you do need to have close contact with other people, or you are in a crowded place
- wash your hands frequently with soap and water or use hand sanitiser

Further guidance can be found here:

<https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

**MEASURES TO PREVENT SPREAD OF INFECTION:**

We continue with baseline infection prevention and control measures that will help to manage the spread of infection:

- Ensuring all eligible groups are enabled and supported to take up the offer of national vaccination programmes including COVID-19 and flu.
- Ensuring occupied spaces are well-ventilated and let fresh air in.
- Reinforcing good hygiene practices such as hand washing and cleaning.

What are the Hazards?		Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/ High	Additional controls	Residual Risk Level Low/Med/ High	Action	
1	Catching or spreading of Corona virus	Staff, pupils and visitors	See above	Low	<p><b>OUTBREAK PLAN SHOULD THE SCHOOL NEED TO RESPOND TO HIGH LEVELS/INCREASED SIGNS OF SERIOUS ILLNESS/CONCERNS OF A DIFFERENT VARIANT:</b></p> <ul style="list-style-type: none"> <li>Review ways to improve ventilation, hand hygiene &amp; enhanced cleaning focusing on common touch points</li> <li>Increase communication with parents and visitors so aware of all measures to help reduce the spread (consider sending warn and inform letter – consider most impactful way of communication)</li> <li>Take advice from UKHSA and local public health</li> <li>Cancel large gatherings such as school assemblies, open days, residential visits etc. and hold remote staff meetings instead of face-to-face where possible</li> <li>Reduce the mixing between classes and / year groups &amp; between staff at break times</li> <li>Check to see if staffing levels are safe and if DfE have been informed about any concerns. If all other measures have been exhausted school should consider contingency measures of what action they would take to move some groups to on-line learning if necessary (i.e., staffing becomes unsafe)</li> <li>Advise to update DfE/Public Health/Exec Head of any closures in advance.</li> </ul>	Low – to be reviewed in light of local control measures and guidance	HT	As appropriate

**D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice and our outbreak management plan/risk assessments to 'step back up' to.
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Communication to all parties is essential
- consider engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- talk to staff about the plans

**Policies and Procedures**

- We follow the UKHSA practical guide for staff on managing cases of infectious diseases in schools and other childcare settings (which now includes Covid 19). [https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities?utm\\_source=01%20April%202022%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities?utm_source=01%20April%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)
- All staff know where to find all up to date policies (website) including the SGET H&S policy, safeguarding policy, behaviour policy etc
- The H&S policy and Covid-19 risk assessment should always be visible on the school website for parents/carers to view. The Covid 19 risk assessment will be updated in line with the current guidance.
- Measures will be shared with staff, pupils, parents, visitors and contractors.
- Remote education will be used to support where appropriate (see website and policy)